



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2179

Open: November 16, 2015  
Close: When Filled

**JOB POSTING**  
**Payroll/Benefits Administrator**  
**Full Time**  
**Monthly Salary: \$3,730**

**JOB SUMMARY:**

Performs duties of a complex and technical nature involving benefits, retirement, payroll and database management. Provides administrative and special project support to the Human Resources Director and serves as a backup to the Administrative Coordinator as needed.

**MINIMUM QUALIFICATIONS:**

- An Bachelor's degree in related field from a four year college of university; or minimum of two years of experience in a human resources generalist capacity; or equivalent combination of education and experience.
- Desired: Certified Payroll Professional and or PHR
- Advanced oral and written communication skills.
- Advanced knowledge and skill in the use of Microsoft Excel and Word.
- A valid Texas Driver's License.

**SKILLS AND EXPERIENCE:**

- Demonstrated knowledge of the principals of employment practices and basic human resources practices and principals.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to interpret an extensive variety of technical instructions, in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and maintain effective working relationships with other employees, vendors, outside agencies and the public.
- Must have the ability to multi-task and prioritize work assignments in a demanding environment.

**TO APPLY:**

Applications available online on City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*